

Acknowledgement of Sources in Written Work

As one of the primary aims of university education is to develop the ability to think independently, students must never pass off the work or ideas of others as their own. Not only is plagiarism in any form as serious an offence as cheating, punishable under University regulations, but it actually defeats the purpose of university education.

Plagiarism

Plagiarism includes:

1. Copying from both published and unpublished materials, whether word-for-word or with some substitution of words, without using quotation marks (unpublished materials also refer to the work of fellow students and lecture notes).
2. Paraphrasing or summarizing someone else's work without specific acknowledgement.
3. Borrowing another person's ideas without giving due credit.
4. Mentioning a "fact" (other than factual material that is common knowledge and needs no citing of authority) or a research finding without specific reference to its source.

Disciplinary Action

Plagiarised work shall generally be given a failure grade by the teacher in the first instance, and cases of plagiarism should be reported by the teacher in consultation with the Department/Division Head to the Faculty Board, the Graduate Council or the College Assembly of Fellows concerned for consideration of taking disciplinary action. Disciplinary action will be taken in accordance with the following Regulations:

- 19.1 – 19.3 of General Regulations Governing Full-time Undergraduate Studies
- 17.1 – 17.3 of General Regulations Governing Part-time Undergraduate Studies
- 16.1 – 16.4 of General Regulations Governing Postgraduate Studies

Acknowledgement of Sources

Students are reminded of the need in any written work to:

1. use quotation marks for any direct quotation, however short;
2. give, according to the editorial style of the discipline and usually in a footnote or endnote, the precise source of each instance of borrowing, whether such borrowing is expressed in the form of a summary, a paraphrase, a direct quotation, or some combination thereof; and
3. append a full bibliography of all reference materials.